



Agency Module



Agency Module

AGENCY DETAILS SUB MODULE

Add a Contract Agency as a Network Agency

1. Click **Agency Information** on the module menu bar. The *View Agency Details* screen displays.
2. Click **Network Agencies** on the sub module menu bar. The *Maintain Network Agencies* displays.
3. Under the **Network Agency(s)**, click **Add New Network Agency**. The *Add Network Agency* screen displays.
4. Click the **Contract Agency** drop-down list and select the desired contract agency name.
5. The **Agency EIN**, **Agency DUNS** and **Agency Type** fields will auto-populate.
6. In the **Service Type(s)** section, click the type of service the agency provides, and then click **Add to List**.
7. Accept the default value of **Active** for **Network Activity Status**.
8. In the **Address Line 1** field, type the address of the network agency.
9. Click the **State** drop-down list, and then select the state of the network agency.
10. In the **City** field, type the city the network agency is located in.
11. In the **Zip Code** field, type the zip code of the network agency.
12. Type any contact information you have for the network agency.
13. Click **SAVE AND FINISH**.

Add a Non-Contract Agency as a Network Agency

1. Click **Agency Information** on the module menu bar. The *View Agency Details* screen displays.
2. Click **Network Agencies** on the sub module menu bar. The *Maintain Network Agencies* displays.
3. Under the **Network Agency(s)**, click **Add New Network Agency**. The *Add Network Agency* screen displays.
4. In the **Agency Name** field, type the name of the agency you want to create as a network agency.
5. Fill in any information you have for **Agency EIN**, **Agency DUNS** and **Agency Type**.
6. In the **Service Type(s)** section, click the type of service the agency provides, and then click **Add to List**.
7. Accept the default value of **Active** for **Network Activity Status**.
8. In the **Address Line 1** field, type the address of the network agency.
9. Click the **State** drop-down list, and then select the state of the network agency.
10. In the **City** field, type the city the network agency is located in.
11. In the **Zip Code** field, type the zip code of the network agency.
12. Type any contact information you have for the network agency.
13. Click **SAVE AND FINISH**.